

G.A.T.S. v.4

Gradebook and Attendance Tracking System



Attendance/ Data Clerk Manual





GATS Data Clerk Manual

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Beginning Basics

Opening Internet Explorer

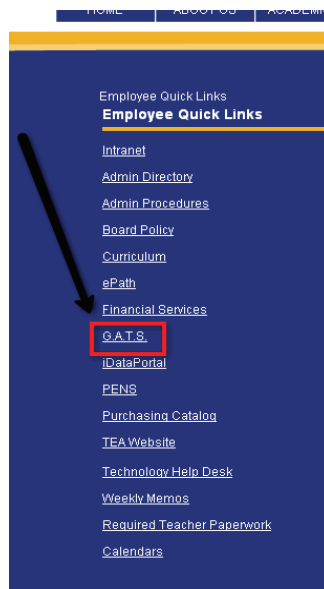
- Start the Internet Explorer Program by clicking on the Internet Explorer Icon from the Desktop
- This icon can also be found by clicking on the Start menu and choosing Internet Explorer from the list of programs
- **Turn off Pop-Up Blockers (Page 7)**



Internet Explorer

Accessing the GATS Login Page

- From the SAISD homepage, <http://www.saisd.net>, locate the employee quick links on the left hand side of the screen
- Click on G.A.T.S.



- From the GATS web page, Click on the GATS icon in the center of the screen to access the login screen.

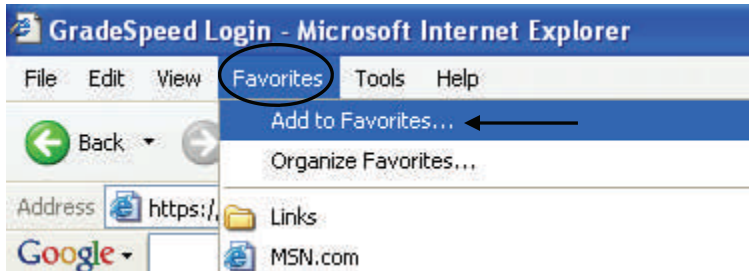




Beginning Basics

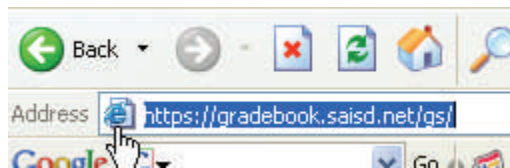
Creating A Bookmark to the Login Page

- From the login page, click on the Favorites Link located on the tool bar of Internet Explorer.
- Select **Add to Favorites**.



Adding a Short-Cut to the Desktop to the Login Page

- From the login page, locate the Address Bar and click on the web page Address.
- Click on the Internet Explorer icon located next to the Address of the web page and holding down the left mouse button, drag the address and the icon to the desktop.



- This will create an Internet Explorer icon on the desktop that will take the user directly to the login page.






Beginning Basics

Log On to Gradespeed

- From the Sign In to GradeSpeed.Net screen, click on Administrator.
- Select your campus from the drop-down list

Sign In to GradeSpeed.NET Help

School 

Teacher

Password

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Sign In to GradeSpeed.NET Help

Teacher

Substitute

Administrator

Parent

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- Enter your username and password provided by the District
- The first time you login, you will be prompted to change and confirm your password.
- The password MUST conform to the District requirements.
- Click OK or Sign In

Sign In to GradeSpeed.NET Help

Please set a new password for your GradeSpeed account.

Password

Confirm

Password must be at least 6 characters.

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Forgot Your Password?

- If you enter an invalid password when logging in, you will be given the opportunity to recover your password by clicking "Forgot your password?"
- Your password will be emailed to you, or you may be prompted to create a new password.
- The password MUST conform to the District requirements.

Sign In to GradeSpeed.NET Help

School

Teacher

Password

Invalid Password

[Forgot your password?](#)

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Pop-Up Blockers

Computers that have Internet Pop-up Blockers installed will prevent the Gradespeed program from running on the computer. An Internet pop-up blocker must be **disabled** prior to using the system, otherwise, the Internet will shut down each time the user tries to login to the system. If you are not familiar with turning off pop-up blockers, click on the Pop-Up Blocker link located on the GATS webpage or contact the Help Desk at 244-2929.



Beginning Basics

Password Requirements

- Passwords **MUST**:
 - Be at least 6 characters. (it may be more than 6 if desired)
 - Contain at least 1 number (it may contain more if desired)
 - Contain at least 1 lower case letter (it may contain more if desired)
 - Contain at least 1 upper case letter (it may contain more if desired)Example: Train001
Example: luNch1222
- Users will be asked to enter the new password and then confirm the new password. You must type your new password in each space and follow the rules listed above for the password to be accepted.

****Users will be automatically required to reset password every 90 days!**

Admin Menu

The **GradeSpeed Admin Menu** gives you access to the administrative features you can access as a data clerk.



GradeSpeed Monitor allows you to view cycle averages by student for all classes or by teacher for all classes.



You can view attendance functions and you can have access to a variety of attendance reports.



Allows you to run a variety of reports including progress reports and report cards.



GradeSpeed Monitor



GradeSpeed Monitor allows you to view cycle averages by student for all classes or by teacher for all classes.

View by Teacher

Allows you to view a list of students, cycle averages and comments in each course and section for a specific teacher. It also displays a time and date stamp of the last time the teacher updated his/her gradebook.

Student: Teacher: Semester:

Gradebook average shown. SMS average differs from gradebook.
 SMS average shown. Gradebook average differs from SMS.

Aligood, Jonathan **GEOM Period: 1 Section: 1**

Student	Cycle1	Cycle 2	Cycle 3	Exam 1	Sem 1	Comments	Last Updated
Albanese, Angela E.	86				86		6/26/2007 2:13:21 PM
Bauer, Richard Q.	86				86		6/26/2007 2:13:21 PM
Biernesser, George A.	85				85		6/26/2007 2:13:21 PM
Ciskowski, Mary L.	82				82		6/26/2007 2:13:21 PM
Colose, Anthony L.	85				85		6/26/2007 2:13:21 PM
Flanagan, James L.	88				88		6/26/2007 2:13:21 PM
Geiger, Jason C.	79				79		6/26/2007 2:13:21 PM
Gillies, Robert P.	82				82		6/26/2007 2:13:21 PM

View by Student

Allows you to view a student's schedule, current cycle averages, comments from a teacher. It also displays a time and date stamp of the last time the teacher updated his/her gradebook. You can also view a student's profile by clicking the Profile button.

Student: Teacher: Semester:

Gradebook average shown. SMS average differs from gradebook.
 SMS average shown. Gradebook average differs from SMS.

Teacher	Course	Section	Period	Cycle1	Cycle 2	Cycle 3	Exam 1	Sem 1	Comments	Last Updated
Chancellor, Kimberly	ALG 2	7	1	164				164		5/24/2007 4:25:59 PM
Byrom, Barbara	CHEM	2	2							5/9/2007 4:05:53 PM
Harris, Russel	FREN 1	1	3							
Vaughn, Elvin	LATIN 3 PAP	1	4							
Green, Lee	US HIST	4	5							
Chewning, Thomas	TH ARTS 1	4	6							
Gerety, Michael	ENG 3	5	7							



Attendance

Teacher Attendance Procedures Within the Gradebook

Attendance will be taken by **teachers** within the gradebook program. The attendance taken in the gradebook will be sent directly to Region 20 as the official record.

- Teachers **MUST** post and submit attendance at the designated time.
- Elementary, PreK-6 Academy and Secondary campuses will take **Official ADA Attendance at 10:00am and post to the second period class.**
- Teachers cannot post changes to attendance once attendance is submitted via GradeSpeed. Changes are entered by the attendance clerk.
- Teachers are to key in students full name and the notation “in class” in the Notes to Attendance Clerks section of the Attendance Roster for any students physically present, **whose names do not appear on the attendance roster.** Problem may be a scheduling issue, data entered in iTCCS incorrectly or data upload issue in GATS. This will need to be resolved.
- If a teacher fails to submit attendance by 10:30, then the clerk will need to submit for the teacher via iTCCS. This should NOT become a habit.

Teacher Unable to Post Attendance

- Teacher is to contact the Attendance Clerk immediately to obtain a printed class roster. (How to print roster—page 14)
- Teachers are to complete the printed attendance roster immediately after receiving the document from the attendance office.
- Completed attendance rosters should be returned to the office no later than 30 minutes after receiving the roster.

For additional information about attendance accounting, contact PEIMS and Data Services or visit their website at <http://www.saisd.net/dept/pds/>

Campus-wide Connectivity or Electricity Failure

In case of network failure, the clerks will run weekly Attendance Rosters and save the files to their computers. These rosters can be printed, if needed, for manual attendance taking by teachers. In the unlikely event of a complete power failure, PEIMS and Data Services can print the rosters and deliver them to the school.



Attendance

Teachers Marking Attendance

1. All students are marked as **present (P)** within the teacher's gradebook. Teachers **ONLY** need to select the students who are absent by clicking on the buttons located beneath the "A".
 - Code **A** represents an **unexcused absence**. Campus Data Clerks will make corrections to the attendance should any absences be excused.
 - Code **T** represents a **Tardy** to class but present for official attendance accounting.
 - Code **L** represents **Left early**—student was present for official attendance but left before the end of the school day. **This code is used ONLY by elementary teachers and posted to period 3.**

If the student is not in the classroom at the official marking time, they are to be marked absent. However, this does not include students who are under teacher control, such as assembly, restroom, hallway, etc. Campus Administrative decisions may supersede.

2. In the Notes to Attendance Clerk section, teachers are to type the full name of students physically present in class, but **not** on the attendance roster.

Any **changes** made to a student's attendance, such as a change due to a doctor's note which excuses the absence, **must be made by the Attendance Clerk**. Teachers are not able to make changes to attendance once they submit.



Attendance

Marking Tardies and Left Early

A procedure emphasizing the importance of punctuality and the guidelines for consequences has been developed. (Procedure F48)

Information and Definition

- A “tardy” is defined as a student not being in an assigned area when the class bell rings and the teacher is unaware of the student’s whereabouts.
- Students entering their assigned areas after the class bell rings are tardy.
- At the secondary level, if a student is detained by a staff member, the student must obtain a note from the detaining staff member to excuse the tardy.
- Multiple tardies by an individual student do not equal an absence.

Implementation

- All secondary campuses will have a bell signal to start class.
- All secondary campuses may provide a “warning” bell. The “warning” bell will ring prior to the class starting bell.
- All campuses will track tardies using the district's electronic gradebook and attendance tracking system.
- Tardies will only be posted to GATS by the classroom teacher only. **Tardies are not part of official attendance accounting; therefore, campus data clerks and attendance clerks will NOT post updates in regards to hand-written tardies posted to classroom rosters.**
- When a teacher is absent, the substitute will follow campus procedures for identifying those students who are absent or tardy.

Tardy Posting

- Tardies will be posted to GATS by the classroom teacher.
- Elementary campuses and PK-8 academies will **post tardies to second period**. Since official attendance and tardies are submitted at 10:00 (second period), elementary teachers will **post early releases to third period AFTER 2:00 (preferably at the end of the school day)**.
- **Secondary teachers DO NOT use the Left Early code**
- Secondary schools will post official attendance at 10:00 a.m. to the second period class, therefore; a student may be tardy to class but present for official funding purposes OR absent.

Tardy and Left Early Posting Codes

The classroom teacher will use the following codes to the GradeSpeed electronic gradebook system:

T—Tardy (tardy to class but present at official attendance accounting time)

L—Left early (Elementary use only—Must post to 3rd Period ONLY)

Parents must be notified that an L code in period 3 equates to a tardy on the student’s Progress Report and/or Report Card.



Attendance



Attendance

Allows you to view attendance functions and access to a variety of attendance reports. The main functionality of this option is to allow you to verify that teachers are turning in their attendance on time.

Key Features



Display Teacher Progress

Allows you to view attendance submissions by teacher. This is where you will see the actual time the teacher submitted attendance.



Daily Attendance Summary

Allows you to view attendance records for a teacher or all teachers for a specified date range.



Attendance Change Report

Allows you to track changes made to each student's attendance entries for a given date range.



Attendance By Teacher

Allows you to view a teacher's daily attendance submission. ****This is where you can also print an attendance roster for a substitute.**



Teacher Verification Report

****This report is critical. Report allows you to print a sheet that displays the teacher's attendance submissions for a date range. The teacher must sign off on this report and return to you.**



Attendance Totals By Code

Allows you to produce a list of the number of instances of a specific code per teacher or per student. ****Use to balance Attendance daily (JAT 0275)**



Attendance By Student

Allows you to view all attendance records for a specific student by time code and period.



Attendance Reports

Display Teacher Progress



Display Teacher Progress

Allows you to view attendance submissions by teacher for the class period selected from the drop-down list. **Our official attendance period is Period 2.** The exact time and date that the attendance was taken will be recorded on this screen.

The attendance clerk must notify the principal of any teachers who do not take attendance at 10:00 am, the designated attendance reporting time for SAISD. You can click **E-Mail** to send a notification email to each teacher who has not yet finished submitting the day's attendance records. If attendance is not submitted in a timely manner, these teachers are to be contacted immediately by an Administrator to mark attendance. However, if teachers do not mark attendance at the time designated by the district on a **repeated** basis, then the issue becomes administrative, as explained in the Attendance Procedures.

Return

Teacher Progress

District Training ISD

School 1st Elementary School

Date: 07/11/2007

Period: 2

Ok

E-Mail

Progress: 0/38
(0.00%)

ID	Name	Finished	Note
4893	Abel, Frank		
4941	Archer, Charles		
4997	Baer, W		
6084	Clark, Ralph		
6134	Cole, John		

Daily Attendance Summary



Daily Attendance Summary

Allows you to view attendance records for a specified date range for a teacher, all teachers, and/or student, or all students or by grade level.

Return

Daily Attendance Summary

District Training ISD

School 1st Elementary School

From: 7/02/2007

To: 7/11/2007

Teacher: All Teachers

Students: All Students

Grade: All

Ok

Ok

ID Grade Student Phone Date Homeroom

Attendance Codes:

Code	Description
------	-------------



Attendance Reports

Attendance Change Report



Allows you to **track** changes made to each student's attendance entries for a given date range. You will be able to view the current Attendance code, the previous code, and who modified Attendance code entered by the teacher.

Attendance Change Report

District: Training ISD School: 1st Elementary School

From: 7/11/2007 To: 7/11/2007 Student: All Students Grade: All

Grade	ID	Student	Date	Previous Code	Code	Period	Date Modified	Modified By
-------	----	---------	------	---------------	------	--------	---------------	-------------

Attendance Codes:


Code	Description
------	-------------

Attendance By Teacher



Allows you to view a teacher's daily attendance submissions as well as **print a blank attendance roster for a substitute teacher**.

Attendance

District: Training ISD School: 1st Elementary School 7/11/2007 

By Teacher: --Select-- TimeCode: Period:

There are no periods defined for this timecode.

1. From the screen, select the **teacher**, **period**, and **date** from the calendar on the right.
2. Click **Get Attendance**
3. Click **File** and **Print**



Attendance Reports

Teacher Verification Report



At the start of each week, the data/attendance clerk will print out the Attendance Verification Report for all teachers for period 2. These reports are to be distributed to all teachers. **Teacher are required to check attendance markings from the previous week.** Teachers can utilize their gradebooks to view and verify the information provided on the report. Teachers are to sign and return this document within 24 hours of receipt.

****NOTE: The Teacher Verification Report MUST be printed WEEKLY.**

The Teacher Verification Report is **NOT** an option. Campuses are responsible for maintaining an official attendance audit document. This report is the TEA audit-able document. Teachers must have ALL weeks reviewed and signed prior to leaving the campus for the summer or upon resignation.

Teachers who fail to sign these sheets will be contacted by campus administrators to complete the form.

1. From the Attendance Clerk menu, click on Teacher Verification Report.
2. Select the "From" Date.
3. Select the "To" Date.
4. Select All Teachers.
5. Place a check mark in the box labeled "Include Teacher's with Perfect Attendance".
- A signed report must be provided even if no absences were recorded.
6. Select Period 2 from the Period drop-down list
7. Click OK.
8. To Print after the reports are generated, click File and select Print.

The Code and Teacher Time columns reflect the attendance code and the date and time attendance was submitted by the teacher. Changes made by the clerk or administrator will be reflected under Clerk Time and the changes will be separated from the teacher submission by a "/" and highlighted in yellow in the Code column.

Attendance Verification Report

Date of Report: Jul-26 2005
Dates: Jul-26 2005 to Jul-26 2005
Period:
Teacher: CRAVEN, ROBERT (SMITG)

ID	Student	Period	Code	Date	Teacher Time	Clerk Time
000077368	BEAUCEMIN, ROBERT P	09	Present/T	Jul-26	Jul-26 12:00	Jul-26 12:00
000078361	BURKE, GEORGE W	09	A/Present	Jul-26	Jul-26 12:00	Jul-26 12:00
000078449	MAGRO, WILLIAM N	09	TR/P	Jul-26	Jul-26 12:00	Jul-26 12:00
000157191	PAYNE, CHARLES A	09	Present	Jul-26	Jul-26 12:00	
000260005	MUSTONEN, VIRGINIA J	09	A	Jul-26	Jul-26 12:00	
000416791	FARRAH, MICHAEL J	09	TR	Jul-26	Jul-26 12:00	

Note: A code with a forward slash designates
Teacher code / Attendance Clerk Code

Signature: _____ Date: _____



Attendance Reports

Attendance Totals by Code



Allows you to create a report showing a list of the number of instances of a specific code per teacher or per student as well as **balance the attendance daily in JAT0275**.

From the Attendance Totals by Code screen,

1. Choose the From and To fields to select the date range.
2. Select the Student. To run the report for all students, select "ALL Students".
3. You can also run the report by Teacher or for All Teachers
4. Select the appropriate Period.
5. Click Show Report.

The report displays the total number of instances of each attendance code

From: 07/12/2007 ... Student: All Students
To: 07/12/2007 ... Teacher: All Teachers
Period: All
Show Report

Attendance By Student



Allows you to view all attendance records for a specific student by time code and period.

From the Attendance by Student screen,

1. Choose the student's name from the drop-down list.
2. Choose the date.
3. Click Get Attendance.

By Student: --Select--
TimeCode: Period:
Get Attendance



Attendance Reports

Substitute Class Roster



Substitute Class Roster

Allows you to print out the class rosters for any teacher that will be out for a day. This feature will generate a blank attendance form that can be used for substitute teachers to take attendance manually.

After you click on Substitute Class Roster button, select the teachers that will be out, and click Generate button. GradeSpeed will then produce a printable, daily class roster for the selected teachers. The substitute MUST sign the bottom of the roster before turning in to Attendance Office.

Attendance Letter



Attendance Letter

Allows you to generate an Excessive Absence Report to pull a list of students who have more than the designated number of a specified attendance code. It will also allow you to create a letter to the student's parents and/or guardian.

To create the letter, Click on drop-down arrow and select Configure Report. Type a Message Header and compose the message to the parent.

Click save the

Configure Report

Create Report

Configure Address Position

Configure Report

View History

Message Header

Unexcused Absences

Message

Please contact Ms. Principal to discuss these absences. Unexcused and excessive absences may be cause for referral to district attendance auditor and/or court referral. Reminder: You must send a note with your child when he/she returns to school. Our school number is 210-987-1234. Thank you.

Special Codes

%dt date	%tm time
%fn first name	%fi first initial
%ln last name	%li last initial
%pr period	%sn student name
%sd start day	%ed end day
%id student id	%da days absent

Save Cancel

Save to message.

To create a report, select **Create Report** and use the Codes checkboxes to specify attendance codes to run the report against. Click **Generate Report**. An Attendance Notification letter will appear for you to print.

Periods: ☐ All ☐ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☒ 08 ☒ 09

Students: All

Attendance Total >= 5

Codes to use:

- ☒ Absent - Unexcused (A)
- ☒ Excused Absence - Doctor, Court or Other Agency (D)
- ☒ Excused Absence - Note from Parent or Guardian (G)

Cycle 1

Semester ☐ From Date: 8/27/2007 To Date: 05/21/2008

By Date ☐

☐ Create one instance of the letter only

Create Report



Reports



This feature gives you access to Campus-wide Progress Reports and Report Cards .

Key Features



This feature is used to generate a verification grades report for each teacher per subject.



Allows you to generate the Official District Progress Reports for grades 1-12.



This feature is used to generate progress reports and Report Cards for PK and Kinder students.



Grade Verification Report

This report will allow you or an ADMINISTRATOR to generate GRADE Verification sheets that teachers **MUST review, sign and return** to **OFFICE** verifying that the **averages** for EACH class/period are correct for each student.

If an average is not correct, the teacher MUST make corrections within his/her gradebook. The teacher must also write the CORRECT average on the Verification sheet, sign the sheet and turn in to office for filing purposes. After corrections are made in the teacher's gradebook, the teacher can verify his/her gradebook at the END of the nine-weeks as outlined in the District's Grade Reporting Timeline.

Making corrections in the gradebook should be done prior to PEIMS & Data Services verifying the District at the END of each nine-weeks cycle.

If grades have to be changed AFTER the District has been verified, the teacher must wait until the previous cycle becomes unverified at the District level. Once the gradebook becomes unverified, the teacher must:

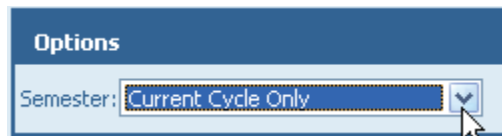
- Enter the grades and/or make the required changes in the gradebook
- Complete the Request to Change Cycle/Period Grade form **E29-A** reflecting the new AVERAGE
- Provide the form to the Data Clerk for posting of correct average into ITCCS
- Turn in the signed Grade Verification form to office

How to generate the form

1. From the Administrator screen, click on Reports
2. Locate and click on Grade Verification Report



3. Select required Option—Current Cycle Only or view choices from drop-down menu.



4. Click OK
5. The system will generate a report for EACH period EACH teacher. For example, a teacher having 6 class periods will be required to sign 6 Grade Verification Reports; one per period.



Campus Wide Progress Reports-Grades 1-12

As outlined in Administrative Procedure E20 on Student Grading,

- Reports of student's progress in Pre-Kindergarten and Kindergarten are not mandatory every three weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.
- Reports of student's progress in grades 1-12 are to be issued every 3 weeks. The **Data Clerk** will **PRINT** the **Official Campus Wide Progress Reports** for distribution to **ALL** students in grades 1-12.
- **Teachers can print their own detailed progress reports for students at any time throughout the cycle.**
- Progress Report **Due Dates** are provided by PEIMS and Data Services to campus Administrators and Data Clerks at the beginning of the year. The due dates can also be found on the PEIMS and Data Services website as well as the GATS website at <http://itls.saisd.net/gats>
- **NOTE:** In accordance with state law, students who have failing grades or are in danger of failing in any subject area must receive a progress report.
- Teachers **DO NOT Verify their gradebook at the end of each Progress Report Period.** Instead,
 - The Principal or designated administrator, will **VERIFY** the Progress Report Period. This locks the teachers out of their gradebook.
 - The data clerk **generates, saves and prints** progress reports.
 - After the data clerk has saved and printed the progress reports for a specific cycle, the principal or designated administrator, will **Clear the verified gradebooks so the teachers can resume entering grades.** This should happen within 24 hours of the time the Progress Reports have been verified.
- **Campus Progress Reports will print the Overall Average, Comments and Citizenship ONLY.**



Campus Wide Progress Reports-Grades 1-12

Campus wide progress reports are printed every three weeks by the data clerk at the campus.

- From the GATS Administrator Pick a Category Menu,
 - Click on Reports
 - Click on Campus-Wide Progress Reports



- Select the appropriate options.
- Click OK.
- The reports will be generated.

The screenshot shows the 'Options' section of the report generation interface. Arrows point to various fields and sections with explanatory text:

- Options:** Cycle: 1, Student: All, Grade Level: All, Activity: All.
- Print progress reports for:** Radio buttons for 'All students' and 'Students with a grade less than 70'.
- Print Address:** Check box for 'Print To the parents of:'. Address Top Position: 9.5, Address Left Position: 1.5. Annotations: '9.5 for TOP' and '1.5 for LEFT'.
- Course Filter:** Radio buttons for 'All' (selected) and 'Failing'.
- Conduct:** Check box for 'Print Conduct grades'. Print blank Conduct grades as: S.
- Print..:** Check boxes for 'Period', 'Grade Level', 'Student ID'. Unchecked boxes for 'Print Course Name', 'Print Non-Graded courses', and 'Grade Detail'.
- Include Courses With:** Check boxes for 'No Grades' (checked) and 'Incomplete Avg.'.
- Sort Options:** Check boxes for 'Home Room', 'Grade Level' (checked), and 'Course Name'. Period: [blank].
- Print Signature:** Check box for 'Print Signature'. Signature Top Position: [blank]. Radio buttons for 'Print Home Room', 'ID' (selected), and 'Name'.
- Message:** A text box for entering a message. Annotation: 'The Message box allows you to type in a message that will print on ALL progress reports. The Principal or designee will approve ALL messages entered in this section.'
- Print/Email Options:** Radio buttons for 'Print all' (selected), 'Email All', and 'Print Students w/o Email'.

Note: Before printing, you must delete the data in the header and footer and change The margin settings.

- After the report is generated, click on **File** and select **Page Setup**
- Highlight and delete the data in the **header** and **footer** areas. These two areas should be **blank**.
- Change the **left, right, top** and **bottom** margins to **.18**
- Click OK and print



Progress Reports for PreK and Kinder

Reports of student's progress in Pre-K and Kindergarten are not mandatory every 3 weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.

Pre-K and Kinder progress reports are printed by the data clerk. GradeSpeed generates progress reports **ONLY** for students who have comments entered in the IPR Comments/Notes. If the teacher does NOT enter any comments, then progress reports cannot be generated.

To generate PK-K Progress Reports:

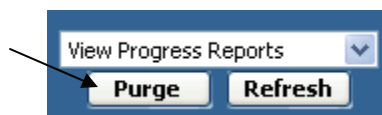
1. Select **Custom Progress Reports** icon
2. Select the Cycle, Grade Level (P3, P4, K)
3. Click Generate Report



4. From the drop-down menu on the right-hand side, you can
 - A. View Progress
 - B. View Progress Reports
 - C. Generate Progress Reports



5. If the progress reports do **not** generate correctly, **PURGE** the progress reports and generate again. DO NOT print ALL reports until you verify that they are showing the correct student data.

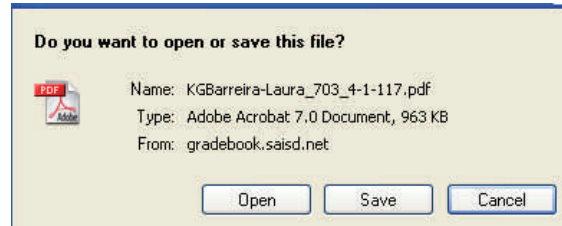




Saving and Printing Progress Reports

For record purposes, campuses **MUST SAVE** ALL generated progress report files prior to printing.

1. Create a folder on your Desktop or in My Documents
 - Name the folder **GATS 2009-2010**



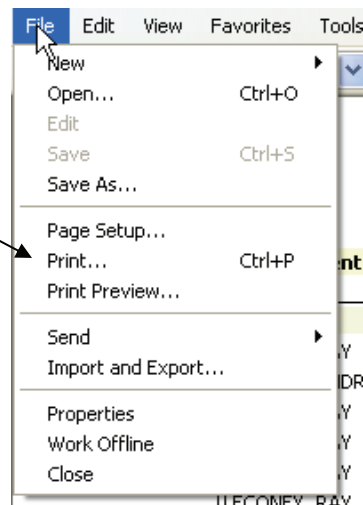
2. Generate the progress reports
3. Save the files using the naming structure shown below or similar: (this is a recommendation—just remember to save!)
 - IPR_3_1.htm means (Interim Progress Report, 3rd wk, Cycle 1)
 - IPR_6_1.htm means (Interim Progress Report, 6th wk, Cycle 1)
 - IPR_3_2.htm means (Interim Progress Report, 3rd wk, Cycle 2)
 - IPR_6_2.htm means (Interim Progress Report, 6th wk, Cycle 2)
 - IPR_3_3.htm means (Interim Progress Report, 3rd wk, Cycle 3)
 - IPR_6_3.htm means (Interim Progress Report, 6th wk, Cycle 3)
 - IPR_3_4.htm means (Interim Progress Report, 3rd wk, Cycle 4)
 - IPR_6_4.htm means (Interim Progress Report, 6th wk, Cycle 4)

You can even generate and save reports by grade level and or by teacher—

- IPR_3_1_1.htm
- IPR_3_1_2.htm etc.
- IPR_3_1_P3_Gomez

To Print the Report

- Generate the report
- Save the report
- Open the report
- Click on **File** and select **Print**





Report Cards for PreK and Kinder

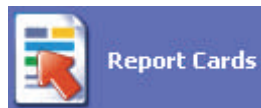
Pre-K and Kindergarten Report Cards will be printed every nine weeks. Required parent conferences are held every 1st and 3rd nine weeks in conjunction with the completed report card.

To generate PK-K Report Cards:

1. Select **Reports** icon



2. Click on **Report Cards** icon



3. Select the Cycle, Grade Level (P3, P4, K)

Generate Report Cards

Cycle 1

Grade Level All

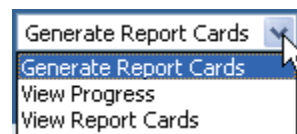
Student All

Teacher All

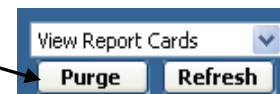
Generate Report

4. Click Generate Report

5. From the drop-down menu on the right-hand side, you can
 - A. View Progress
 - B. View Report Cards
 - C. Generate Report Cards



If the report cards do **not** generate correctly, **PURGE** them and generate again.



DO NOT print ALL reports until you verify that they are showing the correct student data.

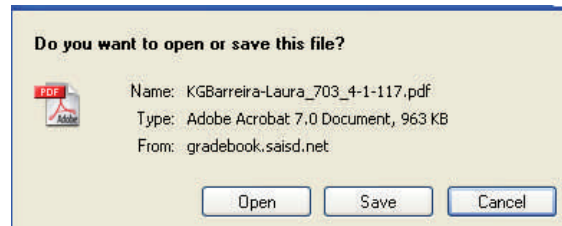
After the report cards are generated and you have verified that data is correct, **SAVE** the file, and **print** the report cards by clicking **File** and selecting **Print**.



Saving and Printing Report Cards

For record purposes, campuses **MUST SAVE** ALL generated report card files prior to printing.

1. Create a folder on your Desktop or in My Documents
 - Name the folder **GATS 2009-2010**



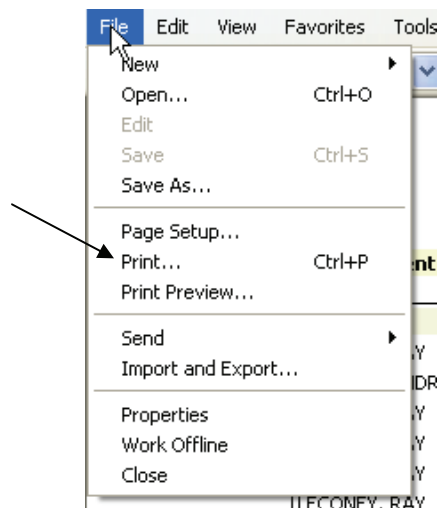
2. Generate the report cards for PK-K
3. Save the files using the naming structure shown below or similar: (this is a recommendation—just remember to save!)
 - RC_1.htm means (Report Cards Cycle 1)
 - RC_2.htm means (Report Cards Cycle 2)
 - RC_3.htm means (Report Cards Cycle 3)
 - RC_4.htm means (Report Cards, Cycle 4)

You can even generate and save reports by grade level and or by teacher—

- RC_1_1.htm
- RC_1_2.htm etc.
- RC_1_P3_Gomez

To Print the Report

- Generate the report
- Save the report
- Open the report
- Click on **File** and select **Print**





End of Cycle

Teachers **MUST verify** their gradebook by the deadline at the **end of each nine-weeks grading cycle**.

When teachers verify the gradebook they are “**locking**” the gradebook for the **completed cycle**. District and Campus Administrators are able to view the exact time each teacher verified grades for report cards. A campus administrator and/or designee will verify the Campus as well. This will allow PEIMS and Data Services to export the grades to the Region 20 iTCCS Student System.

Grades can be changed by the teacher anytime **during** a nine-week grading period. **After** grades have been exported to the Region 20 iTCCS student system at the end of the cycle, **official grade changes may occur only through the DATA Clerk**. Altering grades within Gradespeed after a grading cycle is complete will **NOT** update the Official Grade.

Teachers will not be able to change grades for the previous cycle until the cycle has been unlocked. Gradebooks are unlocked by PEIMS and Data Services after grades are exported to the Region 20 iTCCS Student system.

After, grades have been exported to the Region 20 iTCCS Student system, grade changes may occur only through the Data Clerk. Altering grades within Gradespeed after a grading cycle is complete will NOT update the Official Grade. Official Grade changes MUST follow the procedures and requirements provided by the district and TEA Guidelines.

Steps for Changing a Grade

1. Teacher makes corrections in his/her electronic gradebook.
2. Teacher completes Request to Change Cycle/Period Grade Form E29-A that reflects the old AVERAGE and the new AVERAGE.
3. Teacher submits the completed form to the Data Clerk.
4. Data Clerk makes changes in the iTCCS Region 20 System.
5. The teacher will be able to view the correct average under Cumulative Grades the day AFTER the average has been posted to iTCCS by the Data Clerk.



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

REQUEST TO CHANGE CYCLE/PERIOD GRADE

Type all information except where signature is required

School: _____ Date: _____

Teacher Name: _____ Counsel Number: _____

Student: _____

First name Middle Last name

ID Number: _____ Grade: _____

Course Name: _____ Course Number: _____

Grading Period Change: (circle) Semester Grade Change: (circle)

1st 2nd 3rd 4th Semester 1 Semester 2

Change grade from: _____ to _____ Change grade from: _____ to _____

Check reason for grade change: ☐ Error ☐ Work Completed ☐ Grading Completed ☐ Blank Grade

Explain below any other reason for grade change: _____

Required Signature of Teacher: _____ Date Submitted to Administrator: _____

Required Signature of Administrator Approval: _____ Date Submitted to Data Clerk: _____

Required Signature of Data Clerk: _____ Date of Data Entry by Data Clerk: _____

Data Clerk will retain this form on file in the data clerk office for five years.

Registrar's Name: _____



End of Cycle

Examining Course Roster/Blank Report Card

Any student who attends a class must be enrolled in the class. If a student attends a class, but the student's name does not appear in the teacher's gradebook for grade reporting, the teacher is to notify the **Data Clerk immediately**. The Data Clerk or Counselor will be responsible for enrolling the student in the proper course and section.

Rosters must be updated prior to the completion of the Teacher Verification process. If a student does not appear on a Roster prior to Teacher Verification, the report card will print BLANK without providing the student any grades.



GATS Access for Permanent Substitutes, Vacancies, or Long term Teacher Absences due to FMLA

Teachers who are going to be out on leave will lose access to their gradebooks. A procedure (E30, E30A) Granting Gradebook Access For Leave of Absences has been established by the District. The purpose of this procedure is to provide an uninterrupted transfer of Gradebook rights and privileges at the campus and to maintain the integrity of the student data.

Granting Access

The **campus principal/designee** is the **only** person who is authorized to grant gradebook access to a substitute or a campus professional when a teacher is absent due to FMLA or LOA.

Implementation

The campus administrator has two options for gradebook access and attendance marking for long term absences. The principal can

- A. Provide the Substitute with daily printed rosters to mark attendance. The campus data/attendance clerk will then update attendance via the Region 20 system. The campus can then assign the gradebook access to a campus CIC or Administrator to mark and enter grades provided from the substitute.
- B. Provide access to the teachers gradebook to a substitute. This access will allow the substitute the ability to login to the Teacher of Records Gradebook to mark attendance and grades.

The following steps will allow the campus principal/designee to grant a substitute or campus professional gradebook access.

1. At the time a teacher requests a leave of absence or a family medical leave provide the teacher with a copy of the Gradebook Reassignment document [FORM E30-A].
2. The **teacher of record MUST complete the Gradebook Reassignment document [FORM E30-A] prior to the first day of the LOA or FMLA.**
3. The campus principal/designee shall maintain the completed Gradebook Reassignment document [FORM E30-A] until the teacher returns from the LOA or FMLA and verifies all student data.
4. Prior to the LOA or FMLA, the teacher of record is responsible for printing a current copy of the classroom gradebook. The current gradebook must contain all grades and attendance information posted to the first day of the LOA or FMLA. This printed copy must be verified and signed by the teacher of record. The teacher then submits this copy to the campus principal/designee. The principal/designee shall maintain this document until final student grades for the grading period/cycle or end-of-year are verified and posted.



5. The campus principal/designee will clear the teacher of record password upon the first day of the teacher's absence related to FMLA or LOA.
6. The campus contact person is responsible for training the substitute on the proper use of the electronic gradebook system.
7. The campus principal/designee shall provide the username to the selected substitute or other campus professional that has been designated to maintain grades and attendance in the electronic gradebook.
8. The campus principal/designee is responsible for clearing the substitute password upon the return of the classroom teacher.
9. On the last day of duty by the substitute or other campus professional, the campus principal/designee shall obtain a signed, dated and printed copy of the gradebook entries posted. This copy shall be reviewed and signed by the returning teacher.

In the event that a campus principal/designee is unable to contact a teacher to obtain permission to complete this process, proper documentation of circumstances shall be maintained utilizing the **Gradebook Reassignment [FORM E30-A]**.

Retiring or Resigning Teachers

Campuses who have teachers that retire or resign will need to make provisions so that grades are reported correctly for those students.

Teachers Leaving at the End of A Grading Cycle

1. **DO NOT remove the teacher control number or the teacher's name from the Student Region 20 System.**
2. Campus Administration decides if the teacher's grades will be used for official reporting.
3. If the teachers grades will be used for official reporting, the teacher should **Verify** their gradebook prior to leaving or checking out.
4. The Data Clerk will create a **New Teacher Control Number** for the **New Teacher** and Assign the students to the New teacher **AFTER REPORT CARDS ARE PRINTED.**

Note: If the students are reassigned prior to the printing of report cards, the students will receive a blank report card.



Teachers leaving in the Middle of a Grading Cycle

1. **DO NOT** remove the teacher's control number or the teacher's name from the Student Region 20 System.
2. Campus Administration decides if the leaving teacher's grades are to be given to the new teacher.
3. The Data Clerk will assign a **New** Teacher Control Number to the New Teacher.
4. The Courses, Sections, and Students will be assigned to the new Teacher's Control Number.
5. An option "Average from previous teacher: Use as "walk-in" Average will also appear in the new teacher's gradebook.

Student Transfers

When a student is transferred from one teacher to another, current cycle assignment grades DO NOT transfer with the student. The assignment grades will remain in the previous teacher's gradebook. An option "Average from previous teacher: Use as "walk-in" Average will appear in the new teacher's gradebook.

The **ONLY** grades that will transfer from Teacher to Teacher are End of Cycle Grades.



Mass Activation and Student Enrollment

Student Enrollment and Attendance by Teacher

Mass activation occurs **ONLY** the first two weeks of the school year. This is the time when the teachers enroll the students who are **physically** present in the room when taking attendance. The Attendance screen will display two codes—**E** (Enrolled) and **NS** (No Show or Not Enrolled).

Procedure:

1. Teachers login to the Gradebook
2. Click on the Attendance Icon from the GATS Student Roster Page
3. Student's names will appear on the Roster.
4. All students will be listed as **NS**.
5. Change the **NS** to an **E** for students that are **physically present** when enrolling students on day one or when taking attendance after day one. You simply click on the **E**.
6. If you have students **present** that **do not** appear on the roster, key in the students' full name and the notation "in class" in the box labeled "NOTE TO ATTENDANCE CLERK". This will alert the clerk to follow up with the counselor and check documents pending entry to correct the students' schedules.
7. Once you have marked students with the label "Enrolled" or typed in the missing names into the Notes section, Click "**Submit**".
8. **Remember, you will be asked if you are sure you are ready to submit.**
9. Click **YES**
10. Student names that appear on the roster, but are not in class will remain marked with the **NS code**. Should students appear in class on the following day or subsequent days, you will mark them with the **E** on the first day they are physically present in your room.
11. The **E** and **NS** codes will appear on the Attendance Screen for the **first two weeks** of school. **The E, NS code columns, and students NOT enrolled will be removed from your roster at the beginning of Week 3.**

Once a student is Enrolled

Once a student has been enrolled at the campus, teachers will then begin to take attendance for those students on the days following their enrollment date.

1. The day **after** a student has been enrolled, the teacher will begin to see additional codes appear on the Attendance screen. **Present (P), Absent (A), Tardy (T), and Left Early (L).** **Reminder**—Left Early (L) is to be used by Elementary Teachers **ONLY** and marked at period 3. Period 3 entries should be submitted at the end of the school day.
2. Students still showing the NS code can **ONLY** be Enrolled (**E**).
3. Students who have previously been enrolled (marked with **E**) can now be marked as Absent (**A**) or Tardy (**T**) because the default is Present (**P**).



Mass Activation and Student Enrollment

Attendance

Monday August 1
Teacher: Davenport, Alan
School: Training High School 1
Period: 2
Time Code: A

Report Totals
Print Roster

Student	Code	E	NS
Brunelle, Ronald 535678		<input type="radio"/>	<input type="radio"/>
Burch, Joseph 547331		<input checked="" type="radio"/>	<input type="radio"/>
Cress, Angela 534017		<input type="radio"/>	<input type="radio"/>
Jordan, Lloyd 569160		<input type="radio"/>	<input type="radio"/>
Keely, Daniel 563385		<input checked="" type="radio"/>	<input type="radio"/>
Kersey, Douglas 548175		<input type="radio"/>	<input type="radio"/>
Lathan, Tony 563447		<input checked="" type="radio"/>	<input type="radio"/>
Leclere, Mildred 546416		<input type="radio"/>	<input type="radio"/>
Litwin, Raymond 536493		<input checked="" type="radio"/>	<input type="radio"/>
Love, Michael 560024		<input type="radio"/>	<input type="radio"/>
Myers, Michael 560077		<input checked="" type="radio"/>	<input type="radio"/>
Polous, James 533459		<input type="radio"/>	<input type="radio"/>
Velez, Castillo 575415		<input checked="" type="radio"/>	<input type="radio"/>
Warren, Sandra 567809		<input type="radio"/>	<input type="radio"/>
Wood, William 545082		<input checked="" type="radio"/>	<input type="radio"/>

Total Students: 15

Note to attendance clerk:
Sylvia Gomez in class
John Hopkins in class
Lee Johnson in class
Gloria Gonzales in class

Code Description
E Enrolled
NS Not Enrolled

Return

Jul August 2005 Sep
S M T W T F S
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10

Submit

Please note: After you submit, changes can only be made by the attendance clerk!

9, 10

Return

Jul August 2005 Sep
S M T W T F S
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10

Please note: After you submit, changes can only be made by the attendance clerk!

Yes
Are you ready to submit?
NO!